



# CITY OF SAN BRUNO

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San Bruno, CA 94066  
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<http://www.sanbruno.ca.gov>

## COMMUNITY DEVELOPMENT DEPARTMENT

### APPLICATION TO PLANNING COMMISSION

**TYPE OF APPLICATION:** \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

#### PROPERTY INFORMATION

Address: \_\_\_\_\_ APN(s): \_\_\_\_\_

Existing Use: \_\_\_\_\_ Zoning: \_\_\_\_\_ General Plan: \_\_\_\_\_

#### APPLICANT INFORMATION

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

#### OWNER INFORMATION

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

#### APPLICATION DATA

Case #(s): \_\_\_\_\_

Deemed Complete: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Agenda Date: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

**PLANNING FEE SCHEDULE**

Effective: February 15, 2007

<b>TYPE OF APPLICATION</b>	<b>FEE</b>
___ ABC Application Review	\$1,015.00
___ Administrative Review – Buildable Lot Determination	\$480.00
___ Administrative Review – Wireless Facility	\$1,320.00
___ Appeal to City Council	\$790.00
___ Appeal to Planning Commission	\$510.00
___ Architectural Review Permit – Existing Structure	\$1,105.00 + consultant cost
___ Architectural Review Permit – New Construction	\$1,600.00 + consultant cost
___ Development Agreement	Deposit to cover direct costs
___ Environmental Impact Report	Deposit to cover direct costs
___ Filming Permit	\$200.00 + cost of Police or Fire staff
___ Final Parcel Map	Deposit to cover direct costs
___ Final Tract Map	Deposit to cover direct costs
___ General Plan Amendment (GPA)	Deposit to cover direct costs
___ Lot Line Adjustment	\$1,050.00
___ Minor Modification	\$925.00
___ Minor Modification with other Application	\$445.00
___ Miscellaneous Required Review	\$370.00
___ Negative Declaration	Deposit to cover direct costs
___ Parking Exception (PE)-Commercial	\$1,395.00
___ Parking Exception (PE)-Residential	\$1,180.00
___ Planned Development (PD)	Deposit to cover direct costs
___ Planned Development Permit (PDP)	Deposit to cover direct costs
___ Planned Unit Permit (PUP)	Deposit to cover direct costs
___ Pre-Application Consultation	\$125/hour
___ Rebuild Letter	\$105.00
___ Second Dwelling Unit Permit	\$925.00
___ Sign Deviation	\$730.00
___ Sign Permit Review	\$205.00
___ Special Event Permit, Dancing, etc	\$350.00
___ Temporary Use Permit, Other	\$450.00
___ Temporary Use Permit, Parking Lot/Site Event	\$790.00
___ Temporary Use Permit, Seasonal Sales	\$280.00
___ Tentative Tract or Parcel map	Deposit to cover direct costs
___ Use Permit (UP)-Drinking Place w/restaurant	\$1,040.00
___ Use Permit (UP)-Drinking Place/Bar	\$2,115.00
___ Use Permit (UP)-Non-Residential	\$2,145.00
___ Use Permit (UP)-Residential	\$1,610.00
___ Use Permit w/ Minor Modification – Residential	\$2,055.00
___ Use Permit w/ Minor Modification & Parking Exception– Residential	\$2,445.00
___ Use Permit w/ Parking Exception – Non-Residential	\$2,440.00
___ Use Permit w/ Parking Exception - Residential	\$2,295.00
___ Variance (V)	\$1,975.00
___ Variance with other application	\$1,045.00
___ Zoning Change/Code Amendment	Deposit to cover direct costs
___ Zoning Conformance Letter	\$400.00

**FOOTNOTES TO FEE SCHEDULE**

1. Single-family and duplex residential projects requiring more than one type of application shall be required to pay only the highest application fee and the environmental determination fee. (This does not apply to land divisions.)
2. In addition to the base fee for an architectural review permit, there shall be a fee for projects with a valuation of \$200,000 or more. The additional fee shall be \$1.00 per \$1,000 of total valuation. For the purpose of computing the additional fee, the valuation shall be the cost of construction, alteration, rehabilitation and/or repair of buildings, structures and/or land, as estimated by the Community Development Director at the time the application is filed. For developments requiring subsequent planning applications, the valuation fee shall be paid upon submittal of the final application.
3. Fee is for preparation of a negative declaration by City staff. More complex projects may require environmental analysis and/or preparation of documents by outside consultants, whose fees shall be paid by the applicant, plus 25% to cover City administrative costs. In addition, the applicant shall pay a Fish and Game fee (currently \$1,250) for a negative declaration prepared pursuant to Section 21080(c) of the Public Resources Code, unless waived as provided in footnote 6, below.
4. The applicant shall pay all consultant fees associated with environmental analysis of the project, plus 25% to cover City administrative costs. In addition, the applicant shall pay a Fish and Game fee (currently \$850) for an environmental impact report prepared pursuant to Section 21151 of the Public Resources Code, unless waived as provided in footnote 6, below.
5. All negative declarations and EIRs filed with San Mateo County shall require an additional \$25 processing fee.
6. The Fish and Game fee may be waived for projects determined through findings of *de minimus* impact to have no potential for causing adverse impacts on fish and wildlife. Upon completion of the initial study, the applicant will be notified whether such findings have been made.

**GENERAL SCHEDULE FOR APPLICATION REVIEW**  
*(Schedule for Categorically Exempt Projects only)*

**1. From Date of Submittal – A letter of Review will be mailed within (30) days:**

- a. The application will be deemed Complete and scheduled for the next available Architectural Review Committee hearing (a maximum of five (5) applications per hearing) OR
- b. If more information is needed, Planning staff will send a letter of “Incompleteness” and list any application requirements that were not included at time of initial submittal.
  1. \*Note\* - Applicant/Owner shall submit a color and materials board to Planning Staff at time of initial submittal

**2. Architectural Review Committee Hearing:**

- a. Applicant/Owner shall attend their scheduled hearing. Architectural Review Committee meetings are typically held on the second Thursday of each month, beginning at 6:00 PM.
- b. Three (3) members of the Planning Commission, Planning Staff and the Applicant/Owner will meet for design review of the project.
- c. Any recommended changes by Staff or the Architectural Review Committee will be forwarded to the Applicant/Owner along with a copy of the ARC minutes for reference.
- d. With a favorable review from the Architectural Review Committee, Applicant/Owner shall submit revised plans to Planning staff by the following Friday in order to be scheduled for the next available Planning Commission Hearing (a maximum of five (5) applications per hearing). Any delay in plan submittal may result in a later Planning Commission Hearing.
- e. If significant changes in the design are recommended at the hearing, the Applicant/Owner may need to resubmit plans for an additional Architectural Review Committee hearing. Scheduling for the next hearing will be set up on a case by case basis depending on the scope of change that is requested.

**3. Planning Commission Hearing:**

- a. Applicant/Owner shall attend their scheduled hearing, typically held on the 3<sup>rd</sup> Tuesday of each month, beginning at 7:00 PM.
- b. A copy of the project’s “Conditions of Approval” will be forwarded to the Applicant/Owner for signature and submitted to Planning Staff within (10) days of Planning Commission Hearing.
- c. Applicant/Owner shall submit for a Building Permit within twelve (12) months of Planning Commission Approval, once a submitted signed copy of the “Conditions of Approval” is on file with the Planning Division.

## APPLICATION REVIEW PROCESS

Planning applications require varying degrees of review, as specified by the Zoning Ordinance. The following table summarizes the review requirements for common types of applications. Please contact the Planning Division for further details on the review process for your application.

Architectural Review Only	Planning Commission Only	Architectural Review and Planning Commission
<ul style="list-style-type: none"> <li>• Architectural Review Permit</li> <li>• Minor Modification</li> <li>• Sign Permit Deviation</li> </ul>	<ul style="list-style-type: none"> <li>• Conditional Use Permit (Commercial)</li> <li>• Temporary Use Permit</li> <li>• Parking Exception</li> <li>• Development Agreement</li> <li>• General Plan Amendment</li> <li>• Zone Change/Code Amendment</li> </ul>	<ul style="list-style-type: none"> <li>• Conditional Use Permit (Residential)</li> <li>• Variance</li> <li>• Planned Development</li> <li>• Planned Unit Permit</li> <li>• Planned Development Permit</li> </ul>

## ARCHITECTURAL REVIEW COMMITTEE

Residential Projects: For projects requiring a conditional use permit and/or variance, the application will be forwarded to the Planning Commission upon the recommendation of this Committee. If an application requires further review by the Committee (e.g., to review revised plans), it will be continued to the Committee's next meeting. Applicants may proceed to the Planning Commission without a favorable recommendation from the Committee, although this increases the likelihood of having the application denied and/or delayed.

Commercial Projects: Architectural review is only required for new buildings and exterior changes that would be visible from a public right-of-way.

## PLANNING COMMISSION & APPEAL PROCESS

The Planning Commission may postpone review of an application if it needs additional information to take action. Planning Commission actions are not final until completion of the ten (10) day appeal period. A fee is involved with any appeal application. In addition, the Mayor or any member of the City Council may request that a Planning Commission application be called up to the City Council.

## **SUBMITTAL GUIDELINES**

All required materials must be submitted by 5 p.m. on the submittal deadline (see schedule, page 3). **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** Applicants should meet with Planning Division staff prior to submittal in order to ensure compliance with these guidelines and avoid delays.

### **A. REQUIRED MATERIALS**

1. Completed application form, including owner's signature
2. Architectural plans prepared in accordance with the Plan Checklist below
3. Application fees
4. Environmental Information Form (not required for single-family residential additions)
5. Applicant's Support Statement (not required for single-family residential additions)
6. Other materials as required by staff

### **B. PLAN CHECKLIST**

#### **1. QUANTITY**

- Six (6) sets of stapled, full-size plans for Architectural Review Committee; ten (10) sets for Planning Commission. Each set should be folded to approximately 8.5" x 11". Additional sets may be required due to revisions during the review process.
- One (1) complete set of 8.5" x 11" reduced plans
- One (1) color and material sample board
- One (1) completed green building checklist
- For Planning Commission, one (1) complete set of 8.5" x 11" acetate transparencies

#### **2. SITE PLAN**

- Scale (1/8" = 1' or similar) and north arrow
- Property lines with dimensions. Show the entire lot on one sheet. Note that lots are typically set back several feet from the sidewalk (contact Planning Division staff for setback).
- Existing and proposed buildings and structures. Indicate the use of each structure, dimensions, and distances to property lines. Identify new construction by shading or similar means. For two-story projects, show approximate locations and setbacks of neighboring buildings.
- Roof plan showing slopes and eave widths
- Driveways, parking areas, paths and walkways
- Rights-of-way and easements
- Significant trees and landscape features. Indicate tree name, trunk diameter, drip line, and intention to remove.
- Project data: (a) lot size in square feet; (b) existing and proposed lot coverage; (c) floor area of existing and proposed buildings; (d) number of covered parking spaces
- Legend: (a) project address and description; (b) names, addresses and phone numbers of architect/designer and applicant; (c) date of preparation and any revision dates

#### **3. FLOOR PLANS**

- Scale (1/4" = 1' or similar)
  - Identify existing walls to remain, walls to be demolished, and new walls.
  - Identify use of each room (e.g., living room, kitchen, bedroom, garage, etc.).
4. ELEVATIONS — *Drawings of all sides are required, including those with no proposed changes.*
- Scale (1/4" = 1' or similar)
  - Label each elevation by its orientation (e.g., north, south, front, rear)
  - Label and accurately depict siding and roof materials, trim, windows, doors, gutters and downspouts, and other features such as stairs, balconies, chimneys, and vents.
  - Identify area(s) of new construction by shading or similar means.
  - Indicate maximum building height (measured from lowest adjacent grade to highest point of building).
  - For commercial projects, show all signage, including freestanding signs with height indicated.
  - Color and material samples
5. LANDSCAPE PLAN — *commercial projects only*
- Scale (1/8" = 1' or similar) and north arrow
  - Existing and proposed trees, shrubs, and ground cover. Include street trees.
  - Landscaping features such as planters, paved areas, furniture, and water features
  - Plant schedule with the following: (a) Latin and common names; (b) gallon/box size; (c) quantity; (d) mature height and spread; (e) years to maturity; (f) plant characteristics.
  - Irrigation lines
6. ADDITIONAL INFORMATION — *Depending on the project, the following may also be required:*
- Green Building Checklist – **REQUIRED AT TIME OF SUBMITTAL**
  - Colored elevations and/or renderings
  - Cross-sections of buildings and/or site
  - Photographs and/or photo simulations
  - Lighting plan

### GENERAL NOTES

1. No permit(s) issued pursuant to this application will grant any right or privilege to use any building or land contrary to the provisions of law or any ordinance of the City of San Bruno. All provisions of law governing the use of buildings and land shall be in force whether specified or not.
2. Approval of this application does not constitute approval from the San Bruno Building Division or the Public Works, Police, or Fire Departments, whose approval must be secured separately after planning approval.
3. The City of San Bruno has specific requirements concerning the collection and storage of recyclable materials (Ordinance 1524) and a Transportation System Management Program (Ordinance 1532), which apply to certain types of projects and land uses. Contact Planning staff to find out if these requirements apply to your project.
4. Residential and commercial construction projects that involve a new building, or an addition to an existing building, are subject to San Mateo County school impact fees. For further information please contact the Community Development Department or the local school district.





Checklist

NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

Permit applicants are required to complete and return this checklist as part of the permit and planning process. Place a check mark next to each sustainable building practice planned for your project. For assistance, contact your city or call the RecycleWorks hotline at 1-888-442-2666.

KEY

c Commercial/  
Industrial  
t Tenant  
Improvement  
m Multi-family  
housing  
s Single-family  
home

COMMUNITY  
PLANNING

✓	No.	Item	Applicable Building Types	
Goal: Create a more sustainable community				
	1	Build mixed-use developments and provide public amenities such as open space	c	m
	2	Cluster development to minimize paving and utilities, and to preserve open space	c	m
	3	Reuse a brownfield or previously occupied site	c	m
	4	Design for easy pedestrian, bicycle, and transit access	c	t m

SITE & LANDSCAPE

Goal: Respect your site				
	5	Design and landscape to create comfortable micro-climates and reduce heat island effects	c	m s
	6	Optimize building orientation for heat gain, shading, daylighting, and natural ventilation	c	m s
	7	Reduce building footprint - smaller is better	c	m s
	8	Limit site impacts, balance cut and fill, preserve existing vegetation and protect soil during construction	c	m s
	9	Use native plants that are drought-resistant, create habitat for indigenous species, and do not require pesticides for maintenance	c	m s
	10	Use recycled rubble for backfill drain rock	c	m s
Goal: Save water and reduce local water impacts				
	11	Maximize onsite stormwater management through landscaping and permeable pavement	c	m s
	12	Use rainwater harvesting	c	m s
	13	Use water-conserving landscape technologies such as drip irrigation, moisture sensors, and watering zones	c	m s

WASTE REDUCTION  
& MANAGEMENT

Goal: Reduce, reuse, recycle				
	14	Reuse a building (renovate) instead of tearing down and rebuilding	c	t m s
	15	Deconstruct old buildings for materials reuse (salvage)	c	t m s
	16	Recycle construction & demolition waste	c	t m s
	17	Design for durability and eventual reuse	c	t m s
	18	Provide adequate space for storing and handling recyclables	c	t m s

CONCRETE

Goal: Make concrete with sustainable materials				
	19	Use flyash in concrete	c	t m s
	20	Use recycled aggregate in non-structural concrete	c	t m s
	21	Use prefabricated forms or save and reuse wood form boards	c	t m s

WOOD FRAMING

Goal: Design to save wood and labor				
	22	Use spacings, sizes, and modular dimensions that minimize lumber use and optimize performance	c	t m s
	23	Use engineered lumber or metal stud framing to replace solid-sawn lumber	c	t m s
Goal: Support sustainable forests				
	24	Use sustainably harvested lumber (FSC certified) for wood framing	c	t m s
	25	Use reclaimed or salvaged lumber	c	t m s

EXTERIOR TREATMENTS,  
SIDING & ROOFING

Goal: Make a sustainable roof				
	26	Use durable roofing materials	c	m s
	27	Use a cool roof	c	m
	28	Use a green or living roof	c	m s
Goal: Support healthy environments and sustainable forests				
	29	Use sustainable siding materials	c	m s
	30	Use sustainable decking materials	c	m s

WINDOWS &  
DOORS

Goal: Save energy through passive design				
	31	Provide shading on east, west and south windows with overhangs, awnings, or deciduous trees	c	m s
	32	Plan windows and skylights, light shelves, and window treatments to provide daylight that improves indoor environments	c	t m s
	33	Choose window sizes, frame materials, and glass coatings to optimize energy performance	c	m s
	34	Stop air leakage at doors and windows	c	m s

PLUMBING

Goal: Save water and energy in plumbing systems				
	35	Use water-conserving plumbing fixtures	c	t m s
	36	Use water-saving appliances and equipment	c	t m s
	37	Insulate hot and cold water pipes	c	t m s
	38	Use heat recovery equipment, tankless water heaters and/or on-demand hot water circulation pumps	c	t m s
	39	Pre-plumb for future graywater use for toilet flushing and landscape irrigation	c	m s
Goal: Reduce environmental impacts from materials production				
	40	Use sustainable materials for pipes	c	t m s





checklist

Permit applicants are required to complete and return this checklist as part of the permit and planning process. Place a check mark next to each sustainable building practice planned for your project. For assistance, contact your city or call the RecycleWorks hotline at 1-888-442-2666.

	✓	No.	Item	Applicable Building Types			
ELECTRICAL	Goal: Save energy in lighting						
		41	Design lighting levels for actual use, and use task lighting to reduce general lighting levels	c	t	m	s
		42	Use energy-efficient lamps and lighting fixtures	c	t	m	s
		43	Use lighting controls that save energy such as occupancy sensors	c	t	m	s
	Goal: Save energy in equipment use						
		44	Use ENERGY STAR® appliances	c	t	m	s
		45	Use a building energy management system	c	t	m	
HEATING & COOLING	Goal: Save energy through passive design						
		46	Use passive solar design, thermal mass, and insulation to reduce space heating needs	c		m	s
		47	Replace air conditioning with natural ventilation and passive cooling	c		m	s
		48	Use ceiling fans for comfort cooling, and use a whole-building fan for night-time cooling	c	t	m	s
		49	Upgrade wall, floor, and ceiling insulation to exceed minimum State requirements	c		m	s
	Goal: Save energy in equipment use						
		50	Use high-efficiency equipment including furnaces, boilers, fans, and pumps	c		m	s
		51	Use heat recovery equipment	c		m	s
		52	Use geothermal systems, cogeneration, or other alternatives for heating and cooling	c		m	
		53	Place ductwork within conditioned space, seal joints properly, and clean before occupancy	c	t	m	s
		54	Zone mechanical systems for more efficient heating and cooling	c	t		
		55	Use radiant and hydronic systems for increased efficiency, health, and comfort	c	t	m	s
		56	Use equipment without ozone-depleting refrigerants		t	m	
	Goal: Create healthy indoor environments						
		57	Use recycled-content, formaldehyde-free fiberglass insulation, cellulose insulation, or other green insulation products	c	t	m	s
		58	Separate ventilation for indoor pollutant sources and provide advanced filtration to improve indoor air quality	c	t	m	s
		59	Use clean and efficient alternatives to wood-burning fireplaces			m	s
RENEWABLE POWER & SOLAR ENERGY	Goal: Replace fossil fuel use with alternatives						
		60	Generate clean electricity onsite using solar photovoltaics	c		m	s
		61	Generate clean electricity onsite using wind turbines	c		m	s
		62	Use solar hot-water systems for domestic use and swimming pools	c		m	s
		63	Use solar hot-water systems for space heating	c		m	s
		64	Pre-plumb for a solar hot-water system	c		m	s
INTERIOR MATERIALS	Goal: Create healthy indoor environments						
		65	Use low- or no-VOC, formaldehyde-free paints, stains, and adhesives	c	t	m	s
		66	Use low- or no-VOC carpets, furniture, particleboard, and cabinetry	c	t	m	s
		67	Use exposed concrete as a finished floor	c	t	m	s
		68	Use natural materials such as wool and sisal for carpets and wallcoverings	c	t	m	s
		69	Use sustainable materials for flooring, trim, and interior surfaces	c	t	m	s
	Goal: Support the market for recycled materials						
		70	Use recycled-content floor tile, carpets and pads, cabinets, and countertops	c	t	m	s
	Goal: Support sustainable forests						
		71	Use reclaimed / salvaged, sustainably harvested (FSC certified), or engineered wood for flooring and trim, or use wood alternatives such as bamboo and cork	c	t	m	s
OTHER GREEN ALTERNATIVES	Goal: Use creativity and innovation to build more sustainable environments						
		72	Use insulated concrete forms	c		m	s
		73	Use structural insulated panels to replace wood-framed walls	c	t	m	s
		74	Use natural building materials and techniques	c		m	s
		75	Other sustainable methods or materials used. <i>Please describe:</i>	c	t	m	s

KEY

- c Commercial/Industrial
- t Tenant Improvement
- m Multi-family housing
- s Single-family home

Applicant Signature: \_\_\_\_\_